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ONE HUNDRED TENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON STANDARDS OF
OFFICIAL CONDUCT

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April 16, 2008

REMINDER – FINANCIAL DISCLOSURE CLINICS

MEMORANDUM FOR ALL MEMBERS, OFFICERS, AND EMPLOYEES

FROM: Committee on Standards of Official Conduct
Stephanie Tubbs Jones, Chairwoman
Doc Hastings, Ranking Republican Member

The annual Financial Disclosure Statements of House Members and officers, and those House employees who are required to file, are due on **Thursday, May 15, 2008**. Staff of the Committee on Standards of Official Conduct will be conducting two clinics for House Members and staff on how to complete the forms. First-time filers are particularly encouraged to attend, as the clinic will provide detailed guidance on how to complete the form and will help filers to avoid common mistakes.

The clinics have been scheduled for 10:30am in 345 Cannon HOB (Cannon Caucus Room) on the following dates:

Monday, April 21, 2008

Monday, April 28, 2008

No RSVP is required to attend the clinics. Each clinic will last approximately one hour and may be taken to fulfill the one-hour training requirement under the mandatory ethics training program for House officers and employees.

In addition, Committee staff will be available in person to answer questions and review drafts of your completed forms on **Thursday, May 1, 2008, from 12:30 to 4:00pm in 2105 Rayburn HOB.**

Committee staff is also available to respond to any questions on financial disclosure at (202) 225-7103, and is available to review forms before they are filed with the Clerk of the House. **The Committee strongly encourages Members to have their Financial Disclosure Statements pre-screened by Committee staff prior to filing.** Anyone wishing to have his or her form reviewed in advance of filing may fax a copy to Committee staff at (202) 225-3713.